

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
Division of Forestry and Wildlife
Honolulu, Hawaii 96813

July 14, 2006

Chairperson and Members
Board of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii

Land Board Members:

SUBJECT: REQUEST APPROVAL OF CONTRACT WITH MS. JACQUELINE RALYA TO COORDINATE THE FEDERALLY FUNDED VOLUNTEER/TECHNICAL ASSISTANCE FUNCTION OF THE URBAN & COMMUNITY FORESTRY PROGRAM FOR THE DIVISION OF FORESTRY AND WILDLIFE.

Congress enacted legislation to create the Urban and Community Forestry Program as part of the Forestry Title of the 1990 Farm Bill. This Bill expanded the authority of the USDA Forest Service to work with state forestry agencies, to assist local community groups with Urban tree planting and beautification projects. Since 1991, the USDA Forest Service, through the Cooperative Forestry Act of 1978 as amended (PL 95-313), and the DLNR Division of Forestry and Wildlife have successfully made Urban & Community Forestry grants available to community groups and institutions throughout Hawaii.

Although it has been successful in providing financial assistance to community groups, the Division of Forestry and Wildlife has historically had difficulty providing technical service and capacity building-related project assistance, to groups needing help with their community tree planting projects. Ms. Jacqueline Ralya was initially contracted in June 1999 to coordinate the volunteer and technical assistance functions of the Divisions' Urban Forestry Program, also known as Kaulunani. This position is very important in order to implement this federal Urban and Community Forestry Program and she has, during the past five years, assisted many community groups to achieve an array of community forestry objectives. Ms. Ralya and Ms. Trueman-Madriaga, who is the Kaulunani Program Coordinator, have proven to be an effective team. Ms Ralya's current contract term expires December 2006.

Ms. Ralya will also be assisting the Program Coordinator with drafting and implementation of a new 5-year Urban and Community Forestry Strategic Plan. Her primary task, however, is to search out interested groups, field all new sub-grant proposals, provide technical support to help communities develop projects and proposals for approval by the Kaulunani Council, and advise

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the Council on the technical aspects of project proposals during the quarterly review meetings. She will also monitor all tree-planting projects, to ensure that trees are properly maintained after planting, and deliver regular reports on the status of all projects to the Kaulunani Council.

The Department has received Governor Lingle's approval to contract these services on April 28, 2006 and the Department of Budget and Finance approved it on March 15, 2006. DOFAW followed the "Request For Proposals" procurement procedures by placing the RFP on the State Procurement Notice website from <http://www4.hawaii.gov/bidapps/ShowBids.cfm?StartRow=101>.

Ms. Ralya was the only applicant, and was selected to continue providing services for the State for fiscal years 2007 and 2008. Funding for the Urban and Community Forestry Program has been granted by the USDA Forest Service, and has remained at a level that allows for this position; therefore this contract covers a period of two years, or 24 months. The contract agreement clearly states that federal funds to be paid by the state to Ms. Ralya, shall be made subject to appropriations on an annual basis in the amount of \$61,529.

RECOMMENDATION:

That the Board approves the two-year contract with Ms. Jacqueline Ralya for \$123,058 to coordinate the volunteer/technical assistance function of the Urban and Community Forestry Program for the State of Hawaii subject to the following:

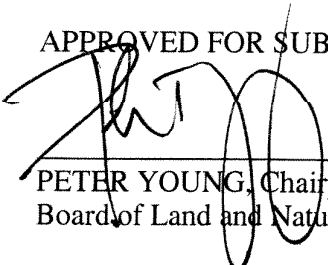
- 1) Availability of Federal funds.
- 2) Review and approval as to form of the contract by the Department of the Attorney General.

Respectfully submitted,

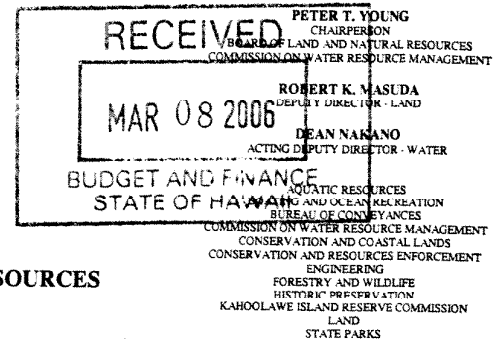
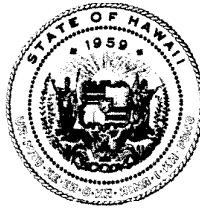
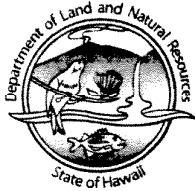

PAUL J. CONRY
Administrator

Attachment

APPROVED FOR SUBMITTAL:


PETER YOUNG, Chairperson
Board of Land and Natural Resources

LINDA LINGLE
GOVERNOR OF HAWAII



STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES

Division of Forestry & Wildlife
1151 Punchbowl St. Rm 325
HONOLULU, HAWAII 96813

February 24, 2006

MEMORANDUM

TO: THE HONORABLE LINDA LINGLE
Governor of Hawaii

THRU: HONORABLE GEORGINA KAWAMURA
Director of Finance Department of Budget and Finance

FROM: *[Signature]* PETER YOUNG, Chairperson
Board of Land and Natural Resources

SUBJECT: Request for approval of Consultant Services, Pursuant to Budget Execution Policies and Instructions Memo No. 03-09 for the following federally funded Urban & Community Forestry Program projects:

- 1) Urban & Community Forestry Program Coordinator
- 2) Urban & Community Forestry Volunteer/Technical Coordinator

A. Types of Services.

Consultant services to achieve objectives of the federally funded Urban & Community Forestry Program, also known as Kaulunani.

B. Purpose for Requiring Services.

The federal Cooperative Forestry Assistance (CFA) Grants provides federal funds to the Department of Land and Natural Resources to implement urban beautification and forest management partnerships on public and private lands with community groups and landowners throughout Hawaii. Due to the Department's current operating budget and staff limitations, these federal grants are essential to the continuation of a number of important and successful core forestry programs. These core programs include the Urban & Community Forestry Program – Kaulunani.

A T T A C H M E N T

C. Nature and Description of Services to be Provided.

The Urban & Community Forestry Program is a United States Department of Agriculture Forest Service program, authorized as part of the Forestry Title of the 1990 Farm Bill passed by the 101th Congress. Under this mandate, State Foresters are responsible for providing statewide leadership and support to develop and improve local community urban tree planting and care projects. Since 1991, this program has helped to beautify many community landscapes throughout the nation, Hawaiian Islands and in the Pacific.

In order for Hawaii to receive federal program funds to implement this program, the Department is required to maintain a full-time program Coordinator Position. With the strong statewide interest in this program, the Department has utilized the option to employ a second full-time person for this program – Volunteer/Technical Coordinator. During the State fiscal year 2004 (July 1, 2003 – June 30, 2004) the Department received \$400,000. During the fiscal year 2005 (July 1, 2004 – June 30, 2005) the Department received \$428,000 for this program, fiscal year 2006 (July 1, 2005 – June 30, 2006) the Department received \$390,000.

The Urban & Community Forestry Program Coordinator will: 1) Revise and implement the State Strategic Urban and Community Forestry Plan to reflect the current year's program goals and objectives; and 2) Conduct the business of the State Urban & Community Forestry Council, which assists the Department in implementing the State Urban & Community Forestry Plan, produce reports bi-annually for State and Federal purposes, seek non-federal funding to expand the program, collect and manage all matching documents, and provide all necessary paperwork to ensure payments are processed and received throughout the year.

The Volunteer/Technical Coordinator will: 1) Process all initial Kaulunani grant applications, 2) Direct the outreach and volunteer program to support existing and new community tree planting efforts in cities and communities in Hawaii; 3) Provide technical assistance and tree planting and/or tree care information to urban forestry projects statewide; and 4) Provide expertise and technical guidance to the State Urban & Community Forestry Council; 5) Implement and expand the Tree City USA program throughout the State.

D. Outcome/benefits to be Realized from the Services.

All Urban & Community Forestry projects will contribute to the health, beauty, and protection of Hawaii's Urban Forests. During the State's fiscal years 2003 and 2006, this program put \$250,000 towards developing Weed Risk Assessment (WRA) procedures. These efforts have achieved an unprecedented collaboration between the State, the Forest Service, the University of Hawaii, the state landscaping industry, and the state nursery industry. Implementation of the WRA will ultimately lead to the adaptation of a 'Code of Conduct' throughout the landscaping and nursery industries. Most importantly, these efforts have and will continue to contribute to the health of all of Hawaii's forests by

stemming the flow of and devastation caused by exotic invasive species. Additionally, Kaulunani works with various schools throughout the State to improve urban landscapes on school property, while simultaneously providing on-site environmental education opportunities for students.

E. How the Contracts are to be Monitored.

Contractors will submit monthly progress reports to the Cooperative Resource Management Forester detailing program accomplishments and documentation of costs to the Department.

F. Why Services Cannot be Performed Internally.

The Forest Service requires the State to designate a full-time employee to coordinate this program. With existing staff, numerous employee cutbacks, and budget limitations the Department cannot provide the services required to successfully implement the Urban & Community Forestry Program according to federal requirements and the increasing local need. Currently, one staff Forester (Cooperative Resource Management Forester) is tasked with the administration of four Cooperative Federal Programs (Forest Legacy, Forest Stewardship, Urban & Community Forestry, and Forest Lands Enhancement) and the State Forest Stewardship Program. Without the assistance of eligible contractors and sub grantees, all cooperative forestry programs would be negatively impacted and the Urban & Community Forestry Program in Hawaii would cease to exist. The Department is the authorizing State agency to receive these program grants with the USDA, Forest Service. No other State Department is authorized to receive program funding from the Cooperative Forestry Assistance Program under their normal State function and responsibility.

G. Cost Summary and Means of Finance.

Urban & Community Forestry Program - Coordinator

State Fiscal Years 2003 & 2004 costs = \$63,000 per year; Federal Funds

State Fiscal Years 2005 & 2006 costs = \$66,500 per year; Federal Funds

State Fiscal Years 2007 & 2008 costs (projected, per year) = \$66,500; Federal Funds

Urban & Community Forestry Program - Volunteer/Technical Coordinator

State Fiscal Years 2003 & 2004 costs = \$55,000 per year; Federal Funds

State Fiscal Years 2005 & 2006 costs = \$61,529 per year; Federal Funds

State Fiscal Years 2007 & 2008 costs (projected, per year) = \$61,529; Federal Funds

H. Time Frame of the Services

August 1, 2006 to July 31, 2008

Please call Sheri S. Mann, Cooperative Resource Management Forester, at the Division of Forestry and Wildlife at 587-4172 if you have questions or concerns regarding the forestry program described herein.

RECOMMEND:



APPROVAL



DISAPPROVAL



DIRECTOR OF FINANCE

4/27/06

DATE



APPROVAL



DISAPPROVAL



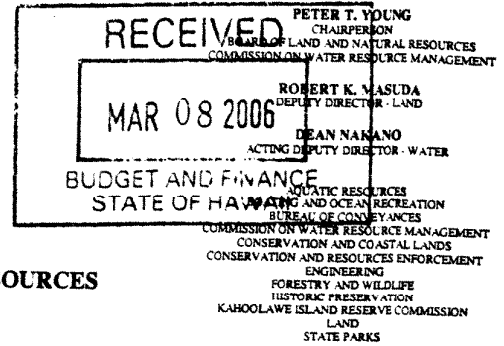
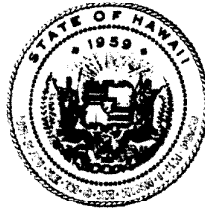
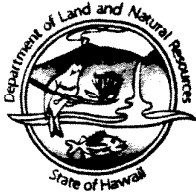
LINDA LINGLE

Governor, State of Hawaii

4/28/06

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LINDA LINGLE
GOVERNOR OF HAWAII



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